



National
Aeronautics and
Space
Administration

Warehousing Services Request

REQUESTER	SUITE	TELEPHONE	FAX	DATE SUBMITTED
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SECTION 1: SERVICES REQUIRED

SERVICE TYPE (<i>Select only one</i>):	PRODUCT TYPE (<i>Check all that apply. If additional space is needed, use NHQ 236A, "Warehousing Services Request Continuation Sheet."</i>):			
<input type="checkbox"/> STORE	<input type="checkbox"/> NEW PUBLICATION	<input type="checkbox"/> REVISED PUBLICATION (<i>Existing Stock</i>):	<input type="checkbox"/> Use	<input type="checkbox"/> Destroy
<input type="checkbox"/> DISTRIBUTE	<input type="checkbox"/> ARTWORK	<input type="checkbox"/> CONTROLLED PROPERTY	<input type="checkbox"/> OTHER (<i>Specify</i>)	
<input type="checkbox"/> DESTROY	<input type="checkbox"/> EXHIBITS			

STOCK NUMBER	TITLE/DESCRIPTION	QUANTITY	INTERNAL USE ONLY		
			UNIT	LOCATION	INITIALS

SECTION 2: DISTRIBUTION		
DELIVER TO:	ADDRESS	CITY/STATE/ZIP

ARE ITEMS NEEDED FOR A CONFERENCE OR TIME SENSITIVE EVENT?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	REQUIRED DELIVERY DATE:
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SPECIAL INSTRUCTIONS (*If time sensitive, indicate required arrival time. For example, deliver by 12 Noon EDT.*)

SECTION 3: APPROVALS

NAME AND SIGNATURE OF APPROVING OFFICIAL	DATE
PROPERTY CUSTODIAN'S NAME AND SIGNATURE (<i>Only if controlled property is involved</i>)	DATE

INTERNAL GSFC USE ONLY

PIMS/MIMS/BULK/MAIL/NORM/EXCESS	DATE/TIME COMPLETED	ISSUED/RECEIVED BY	NUMBER OF PACKAGES
CARRIER MODE OF SHIPMENT	DATE SHIPPED	TRACKING NUMBER (<i>If applicable</i>)	

INFORMATION REGARDING NASA HQ WAREHOUSING SUPPORT SERVICES

NASA GSFC provides Headquarters with warehouse services for publications, displays, furniture, and other miscellaneous items which have a firm future need in support of the Headquarters mission. The standard turnaround window for distribution services is as follows: Delivery from GSFC to HQ: Two workdays following receipt of request; Mailing and Shipping: Three workdays following receipt of request. The completion window for all requests received after 2 PM will begin the next business day.

When the materials requested are being sent to a conference, the request should be submitted as early as possible so that the request can be coordinated with other materials going to the same destination. Timely coordination of conference materials enables the NASA GSFC Shipping Department to transport the materials less expensively and avoid other surcharges related to last minute deliveries.

Each Headquarters office has a designated point of contact (POC) authorized to coordinate warehouse storage and distribution services. Each POC or designee must forward the complete NHQ 236, "Warehousing Service Request," to store, distribute, or destroy items in the warehouse. Requesters must specify the required delivery date and the complete delivery address on the NHQ 236. Completed forms should be faxed to GSFC at (301) 286-0348. GSFC will determine the most economical way to get your material to its destination by the required delivery date.

Questions or other customer service related information can be obtained by calling the GSFC Warehouse & Distribution Clerk at (301) 286-3727. Unanswered questions or customer concerns should be directed to the GSFC Warehouse & Distribution Manager at (301) 286-5677.

INSTRUCTIONS FOR COMPLETING THE NHQ 236

SECTION 1: SERVICES REQUIRED

1. Include the requester's name, suite, telephone number, fax number, and the date that the request is being submitted.
2. Select the type of service being requested. A separate form must be completed for each service type.
3. The stock number and title/description of the material can be found on the monthly inventory report. The stock number generally corresponds to the publication number of the item.
4. Indicate the total quantity needed in the Quantity block. (For example, 1,000 each, 10 boxes, etc.)

SECTION 2: DISTRIBUTION

1. Delivery information needs to be complete. Be sure to include the individual or company name; complete street address; building, room number, or suite number, if applicable; and the city, state and zip code.
2. If the requested materials are for a conference or other time sensitive event, be sure to include any special delivery information associated with the event. For example, if the material must arrive by 10 AM, indicate such in the special instructions area. Be sure to include time zone information.
3. The required delivery date information must be provided. This is the date that the material must arrive at its destination. The NASA GSFC Warehousing Support Services Department uses this information to determine the most cost effective method for shipping your materials to their destination by the required date.
4. The NHQ 236 must be approved by your organization's designated POC or designee.

A copy of the completed NHQ 236 will be returned to you upon completion of your order. This copy will indicate the shipping method used for delivery of the material and the corresponding tracking number(s). Please be sure your fax number is included on the NHQ 236.